

1 July 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-803-6

SUBJECT: Control of Personnel Files

1. Effective immediately, only employees assigned to the Files Section, Transactions and Records Branch (TRB), Processing and Records Division (PRD), and personnel in a direct supervisory line over the Files Section will be authorized to enter the vault area of Wing H, Curie Hall, without special permission from the Chief, PRD. Other personnel requiring information concerning files stored in the vault area may obtain such information by contacting the supervisor of the Files Section, extension [REDACTED]

2. The vault area in Wing I containing Position Inventory records will be similarly restricted to employees of that Section except when prior approval for the admittance of other individuals has been granted by the Chief, PRD. Each Staff and Division Chief will immediately notify the Chief, PRD, of the names of individuals under his supervision whose duties require access to Position Inventory records. This notification will indicate the organizational elements for which each individual requires access and the reasons for requesting authorization for that individual.

3. Supervisors of the Files and Position Inventory Sections will insure that unauthorized individuals do not enter these areas.

[REDACTED]  
George H. Nelson  
Deputy Assistant Director  
for Personnel

*OK extend  
for reg. per 37-57*

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